RecTech Student Internships

Winter 2012 Participant Application

Dear Applicant,

Welcome! You have taken the first step toward becoming a RecTech Intern. By completing this application, you are expressing your interest in the program and learning important job skills that will help you become more employable in the future. This letter will help you learn more about the opportunities available to you during this upcoming summer and will detail our expectations of applicants and interns. Please read it carefully and contact us with any questions you may have.

Digital Animation @ Southwest Community Center **2801 SW Thistle St, Seattle, 98126**

Fridays 3pm - 6pm, January 13 – April 6 **and** *during SPS Mid-Winter Break:*
Tuesday-Friday 2pm - 6pm, February 21-24

Adobe Flash is all over the web. Even if you don't know what it is, chances are you've seen and used it! From pausing videos to playing a game, almost everything interactive is made with Flash. Whether you want to create your own online game or a presentation that makes PowerPoint seem dull, Flash will help you create a fully interactive experience. RecTech winter interns will learn to create digital animation, add interactive buttons, and use advanced programming options for other interactive features, all using Adobe Flash. We will then create an application that informs and educates, either about technology skills or for a nonprofit organization serving the Southwest Seattle community.

Participants who successfully complete the program earn a $399 stipend and service learning credits.

PLEASE NOTE: Before you submit a completed application to become a RecTech Intern, please read all the information below and make sure that this is a good fit for your interests, your schedule, and your access to transportation. To receive the stipend and service learning hours, <u>interns must complete all hours and additional commitments as stated in this application.</u>

To make sure that your application stands out among the best, please answer all questions completely. If you have any questions, please call or email the contact person on the application. <u>We will not review incomplete applications.</u>

You will not be judged on your technology skills, but it is important for you to answer these questions honestly as they are a way for us to get to know our participants. There are no right answers to these questions, as long as you represent yourself accurately.

Based on the applications we receive, a group of candidates will be chosen and invited to an interview (to take place during the week of December 8th, 2011). The interview will be your opportunity to shine and to tell us anything we might not have learned from your application. Our interviewers will ask you question about yourself, your experience, and your interest in becoming a RecTech Intern. You will want to arrive prepared, energized, and on-time. From the interviews, we will invite the incoming class of RecTech Interns.

REQUIREMENTS:
- Must be 14-18 years of age;
- be enrolled in high school during the 2011-12 school year;
- have skills in computer and Internet basics and common software applications **or desire to learn these skills;** and
- demonstrate good interpersonal skills including verbal communication and the desire to work with others.

EXPECTATIONS: Participants will be self-motivated, punctual, enthusiastic, open-minded and willing to work with others. We expect that participants will work safely, think positively, and put forth their best effort. Attendance is mandatory at all scheduled activities. Any intern who misses a meeting or presentation without prior notice forfeits his/her position. If for some reason an intern is running late or is absent from a scheduled day, it is required that the student contact the site leader. IF YOU THINK YOU WILL MISS MORE THAN 2 SCHEDULED ACTIVITIES BECAUSE OF SCHOOL ACTIVITIES, FAMILY TRAVEL, OR OTHER PERSONAL ENGAGEMENTS, PLEASE DO NOT APPLY FOR THIS PROGRAM. Be sure to review the dates and times of your program to ensure it fits your schedule.

TRANSPORTATION: You are responsible for your own transportation. Directions and bus schedules are available upon request, and bus tickets may be available if necessary. If field trips are scheduled during the day, bus tickets will be provided or students will be transported in City of Seattle vans by approved van drivers who have completed the city of Seattle's defensive driving classes.

QUESTIONS: Contact Michelle Chambers at (206) 233-7005 or at michelle.chambers@seattle.gov.

APPLICATION DEADLINE: <u>Friday, December 2nd, 2011</u>. Please send or drop off completed applications to:

> Associated Recreation Council
> Attn: Michelle Chambers
> 8061 Densmore Ave N
> Seattle, WA 98103

  Completed AND SIGNED applications can also be sent via email to michelle.chambers@seattle.gov

Thanks again for your interest in the RecTech Student Internship. We look forward to receiving your application!

PERSONAL INFORMATION
Please type or print the following information clearly. Illegible applications cannot be processed.

Name

Home Address

City	State	Zip

Date of Birth	Main Phone Number
	( ) -

E-mail	Secondary Phone Number
	( ) -

Name(s) of Parent(s)/Guardian(s):

Address(es) of Parent(s)/Guardian(s):

Parent(s)/Guardian(s) Phone Number(s):

Home	Work	Cell

Parent(s)/Guardian(s) E-mail Address(es):

Please note: *Accepted interns may need to fill out additional release forms to be formally accepted into the program.*

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EDUCATION

Name of High School (Current)

Grade	Expected Year of Graduation

Languages Spoken

WORK / VOLUNTEER EXPERIENCE

Please list your previous work and/or volunteer experience (attach additional information separately, if necessary). Start with the most recent.

Employer Name	Position	Dates of Employment Month/Year	Contact Info Supervisor, Address, Phone
1)			
2)			
3)			

Do you currently have a job?

Yes ☐   No ☐

If yes, please provide the name, location and schedule of your current job:

CAREER GOALS

Do you want to go to college?   Yes ☐   No ☐

If yes, where do you hope to apply to college?

What career(s) are you interested in?

How do you think the RecTech Summer Internship will assist you in reaching your future career goals?

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TECHNOLOGY

Please rate your current abilities in the following categories. This information is not used to determine your eligibility as part of the program, but helps us create curriculum and measure performance over the course of the internship program. Please answer these questions honestly.

Please rate your ability to use computers:
☐ High   ☐ Medium   ☐ Low   ☐ Not at all

Have you ever taken a technology course or training before?
Yes ☐   No ☐

Course Name	School Name

Do you have a computer at home?   Yes ☐   No ☐

Do you have Internet access at home?   Yes ☐   No ☐

How often do you use a computer?

☐ Daily   ☐ 3 times per week   ☐ Once a week   ☐ Not at all

How often do you use the internet?

☐ Daily   ☐ 3 times per week   ☐ Once a week   ☐ Not at all

SPECIFIC TECHNOLOGY SKILLS

How do you rate your skills in the areas below? Please mark one box for each area.

Area	High	Medium	Low	Not at all
Internet (Internet Explorer, Firefox, etc.)				
E-mail (Hotmail, Yahoo Mail, Gmail, etc.)				
Microsoft Office (Word, Excel, PowerPoint, etc.)				
Web Design (HTML, Dreamweaver, FrontPage, Expressions)				
Creating Digital Media (Music, Photography, Video)				
Graphic Design (PhotoShop, Illustrator, etc.)				
PDAs/Smart Phones				
Wiring and Cabling for Networks				
Software Installation				
PC Troubleshooting and Maintenance				
Network Administration				
Blogs, Discussion Groups, Podcasting				
Other (list below):				

SHORT ANSWER QUESTIONS

Please answer each of the questions on an additional piece of paper. You may hand write your answers or use a computer and print them out. Please write at least a paragraph but no more than 100 words for each short answer.

1. What are your future goals?

2. Why should we hire you as a RecTech Intern?

3. If you had $500.00 to spend, what would you do with it?

RECTECH

Help us reach out to people by telling us something about how you got to know about RecTech.

Where did you hear about the RecTech program?

Have you participated in a RecTech program before?   Yes / No
If yes, give some details of programs you have attended

Where did you obtain this application form?

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Certification of Application:
By signing below you are stating that you have read all enclosed materials concerning the RecTech Summer Internship Program and that all statements you have made in the application are true to the best of your knowledge.

Signature of Applicant: _____

Printed Name of Applicant: _____

Parental or Guardian Approval for Applicants Under the age of 18 Years of Age:
We have read and understand the enclosed materials that describe the RecTech Summer Internship Program. We have discussed the program with our son/daughter and understand the expectations and authorize him/her to apply for and participate in the RecTech Summer Internship Program.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

Thank you for your interest in RecTech Student Internships.
Please contact Michelle Chambers at michelle.chambers@seattle.gov or 206.233.7005
with any questions or concerns. We look forward to meeting you!